

**Minutes of the meeting of the
Mount Vernon City Library Board of Trustees
February 4, 2016**

Board members present: Laura Riquelme, Frank Repplier, Margaret Redfern

Absent (or Excused Absent) Bill Craig, Hal Verrell (ill)

Library staff present: Deputy Director Sara Holahan

Visitors: none

A. Call to order: Ms. Riquelme called the meeting to order at 5:30 PM.

B. Approval of minutes from the January 7 meeting:

Ms. Redfern moved that the minutes from the January 7 meeting be approved as submitted. Mr. Repplier seconded the motion; all were in favor.

Mr. Repplier and Ms. Redfern noted that the minutes were very detailed.

C. Visitors: none

D. Surplus material: Mr. Repplier moved that items withdrawn between January 6, 2016 and January 27, 2016 be declared surplus and transferred to the Friends of the Mount Vernon Library. Ms. Redfern seconded the motion; all were in favor.

In response to Ms. Riquelme's question about reviewing the withdrawn items list, Mr. Repplier said he would probably understand reports better with more practice. Ms. Riquelme gave a brief explanation of how the withdrawn items report can vary in length, as the withdrawing of items is somewhat cyclical and sometimes based on a special project. Mr. Repplier asked if it was true that for every book acquired, one was withdrawn. Ms. Holahan said that was basically correct. She added that there might be some further creative approaches to getting more shelves of books (such as reducing reference, newspaper storage, etc.), but that generally the shelves were maxed out. Mr. Repplier also asked about the selection of materials and Ms. Holahan gave a brief description of the collection development team's duties, use of professional reviews and customer suggestions. He was pleased that staff responded promptly to customer requests.

E. Budget reports:

Ms. Holahan asked the board to note the final 2015 budget reports and gave a short explanation of what Period 13 meant. Ms. Redfern asked what percentage higher was the 2016 budget to last year. Ms. Holahan said 2015 was \$1,191,718 and 2016 is \$1,232,000 but she did not have the percentage increase. Ms. Riquelme said that since the economic downturn the materials budget has been down, and this year it was finally increased.

Mr. Repplier asked about the Adopt-An-Author program. Ms. Holahan said it had been successful, but needed reviving as it wasn't very well marketed right now. It had been intended to help get extra copies of popular authors' books, so that the library budget could be spent on a more diversified collection.

Ms. Riquelme asked why the budget reports were not emailed to the trustees in advance of the meeting, as it was hard to have a discussion when they haven't had time to review. Ms. Holahan said that was probably because of the short time frame from the end of the month to the meeting, but she would find out what could be done.

F. Approval of Disbursements: Ms. Redfern moved that disbursements from Period 13 in the amount of \$22,573.85 be certified as reviewed. Mr. Repplier seconded the motion; all were in favor.

Mr. Repplier moved that disbursements from January 2016 in the amount of \$16,264.41 be certified as reviewed. Ms. Redfern seconded the motion; all were in favor.

G. Monthly Statistical Reports:

Statistics were reviewed. Most measures were down, but considering the library was open one less day than January 2015, they were not as low as it seems. Ms. Riquelme said attendance at programs was good and that benefits the library in many ways. Ms. Riquelme noted that they are seeking new statistical measures to help convey the importance of the library to the community. Ms. Holahan said downloadable items will increase, and Ms. Riquelme said there could be more marketing as she was surprised how many people she talked to did not know they could download books for free from the library. Mr. Repplier asked why YA book circulation was down, and noted that he enjoyed books from that collection. Ms. Riquelme suggested that having YA so near the children's department could be a deterrent, but there is no space in the library to move it. Mr. Repplier asked how long until we will have a new library. Ms. Holahan and Ms. Riquelme explained some of the progress, such as the Needs Assessment report, site evaluations and city council meetings with the Foundation which have resulted in the city council finally showing support for a new library. Ms. Riquelme talked about the visits to Seattle libraries and how impressive they were for the few council members who went.

H. Director's Reports:

a. 2016 Library Goals, progress report

Ms. Holahan briefly reviewed the goals. There were not a lot of benchmarks to note so early in the year, but she appreciated the process of monthly reviews to keep the staff on track. The library already had one new STEAM program in youth services, there was a meeting with Parks to plan collaborations and contacts with homeowners associations, grant opportunities are being explored, and a librarian has already visited Mountain Glen Senior Housing. Ms. Riquelme said downloadable books could be a great resource for seniors because of the larger font size. Ms. Redfern said she had a homeowners association where she lived at Montreaux, and that Mr. Verrell was actually one of the officers. She suggested the school district or the planning department should have a list.

Related to the first goal of meeting with C&ED about property options, Ms. Riquelme mentioned that the Board was eager to have Bob Hyde present at a trustee meeting.

b. Outreach

This was included in the goals discussion above, and also in the director's report.

c. Staffing update

Ms. Holahan reported that interviews were held, there are two final candidates, and we are awaiting reference checks before making a final decision.

I. Around the Table

Ms. Redfern was curious about a comment from the Directors Meeting report about unserved libraries, and what that might mean for this library. She also noted that some libraries were changing programs from Summer Reading to Summer Learning and wondered if reading was still going to be emphasized. She liked the idea of the library's 100th anniversary and thinks it should be promoted.

Mr. Repplier mentioned two programs he had recently read about and wondered if they were related to the library – “So You Got a Kindle, Now What?” and “Artifacts of Skagit County.” (Ms. Holahan said the library had done some eBook programs with a different name, and that “Artifacts” was a show at the Skagit County Historical Museum.)

J. Board Chair's Report: Ms. Riquelme asked to have the library goals available each month so they didn't have to flip to January. (Ms. Holahan asked if we could try putting one copy in the front of the board notebooks, and she was ok with that.)

K. Adjournment: The meeting was adjourned at 6:51 PM. The next meeting of the board of trustees will be on Thursday, March 3 at 5:30 PM at the library.

Minutes by Sara Holahan, deputy director